



Job Title	Planning Supervisor	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	7	Job Code	18006

Class Specification – Planning Supervisor

Summary Statement:

The purpose of this position is to provide direct supervision and leadership of land use review staff assigned to a geographic review team including performance management, training, coaching, process improvement, staff empowerment, technical guidance, as well as defining and measuring individual and team performance on projects, identify and implement innovations that improve team performance and issue resolution. Perform advanced planning duties by reviewing complex land development applications, redevelopment, and comprehensive urban planning functions within the Planning Department; assist in coordinating assigned activities and projects with other divisions, outside agencies, and the general public; provide feedback and create accountability for both internal and external stakeholders lead and coordinate single or multi-jurisdictional community planning processes related to land use growth and development, urban design, and transportation; ensure compliance with professional standards and regulations; and perform a variety of duties relative to assigned area of responsibility. Duties also include proposing innovations regarding the land use application process; recommend innovative project alternatives, including design alternatives; manage major multi-faceted projects, including policy plans, ordinances, and site development.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
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Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
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30%	Reviews land use applications for compliance with city code and other applicable regulations; verifies all components of applications are provided and are in compliance; processes submittals for distribution; manages public notification requirements; researches site history and legal records; communicates to private stakeholders; writes technical review letters; solves applicant problems; presents project proposals at public hearings of the City Planning Commission and City Council; reviews applications of appeals of prior decisions; and testifies in legal proceedings regarding land use review process and legal compliance of City actions.
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50%	Manages one of the planning teams and the team members by assigning and tracking work loads, review of staff work, providing guidance, feedback and recognition to the
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	team, training, mentoring, as well as oversight of performance evaluation, and creation and monitoring of customer service goals. Development and implementation of performance metrics for the Zoning Administration team including measures for customer satisfaction, staff workload, on-time reviews, etc. Assists the Reviewers in answering questions relating to the city zoning and subdivision codes/plans review and customer inquiries. Assists with project disputes and issues management.
10%	May be assigned to assist with the development of long-range plans, writing land use regulations and policies, researching and analyzing issues while developing solutions. Identifying stakeholders and communicating with stakeholders related to issues, concerns and solutions and presenting plans, regulations and policies to the Planning Commission and City Council for formal adoption.
5%	Performs pre-application research; enters data regarding location and requests details for potential development; researches zoning, planning, development, geologic, and drainage history for site. Communicates research with applicants, communicates developmental process, applicable regulations, and potential pitfalls.
5%	May be assigned as a liaison to various boards and commissions, represents the department on various issues. As the liaison, may be required to attend meetings, prepare reports and agendas.

Competencies Required:
Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.



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Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in planning, geography, architecture, public administration, or a related field.

Experience: Five years of full-time responsible planning experience and two years of supervisory experience.

Education and Experience Equivalency:

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary action and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these tasks.



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Supervision Received:

Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

Fiscal Responsibility:

Monitors budget/fiscal expenditures (typically non-discretionary expenditures) or responsibility for fiscal management of capital project(s). May recommend budget allocations.

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Seasonally
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, digital camera, vehicle, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office, GIS software, and photo software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: November 2014